DOCUMENT RESUME

ED 125 700 JC 760 375

TITLE Continuing and Career Appointments. Policy of the Board of Trustees, Schenectady County Community College.

INSTITUTION Schenectady County Community Coll., Schenectady, N.Y.

PUB DATE 13 Mar 72

NOTE 7p.

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.

DESCRIPTORS Community Colleges; Faculty Evaluation; *Job Tenure; *Junior Colleges; Personnel Evaluation; *Personnel Policy; Teacher Dismissal

IDENTIFIERS Schenectady County Community College

ABSTRACT

This document outlines the policy and review procedures of Schenectady County Community College on continuing and career appointments. The policy was adopted by the Board of Trustees to establish conditions under which staff members could, for the first time, receive appointments for more than one year. The policy applies to instructional staff (continuing appointments) and professional noninstructional staff (career appointments) in full-time positions. The process for continuing or career appointment begins in the fifth full year of service by the staff member. A recommendation is prepared by the immediate supervisor and is forwarded with appropriate background information to a committee designated by the president, then to the responsible dean, then to the president, and finally to the Board of Trustees. At each step, the recommendation of each reviewing official is added to the body of documentation. Action by the board is final and cannot be appealed. This process is repeated after five full years in a continuing or career appointment. The policy also stipulates that the total number of continuing and career appointments may not exceed 60% of the total number of positions to which the policy applies, and further provides for termination of staff members for physical or mental incapacity, cause, or retrenchment. (BB)

**********
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
**********

ED125700

SCHENECTADY COUNTY COMMUNITY COLLEGE
Washington Avenue
Schenectady, New York 12305

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Office of the President

Telephone
518-346-6211

Memo to: All Members of the Professional Staff

From: President Larsson R. D. Larsson

Date: March 20, 1972

Subject: Continuing and Career Appointments

The Board of Trustees has established the attached Policy on Continuing and Career Appointments, effective as of March 13, 1972. The purpose of this action by the Board of Trustees, taken upon my recommendation, was to insure that each present and potential member of the full-time professional staff would have a clear understanding that it will be possible to receive an appointment for more than one year at the College, in the future, and the conditions under which that would be true.

In determining eligibility for a continuing or career appointment, each full year which a staff member has already served at Schenectady County Community College will be counted, even though the policy has just become effective.

The Committee referred to in the policy statement will consist, ultimately, of members of the professional staff who hold a continuing or career appointment. Until that is possible, the Committee will consist of members of the staff who are not eligible for consideration for such an appointment at that time.

RDL/lg

JC 760 375

POLICY OF THE BOARD OF TRUSTEES
SCHENECTADY COUNTY COMMUNITY COLLEGE
(March 13, 1972)

## CONTINUING AND CAREER APPOINTMENTS

### I. Continuing Appointment

#### A. Definition

A continuing appointment shall be a five year term appointment to a full-time position of instructor, assistant professor, associate professor or professor at the College, which shall not be affected by changes in such rank, or by the concurrent designation by some other title. It shall be terminated in accordance with the provisions of this Policy.

#### B. Eligibility

All full-time members of the professional staff who hold one of the positions listed in the definition.

#### C. Procedures

1. Between September 1 and November 1 of the fifth full year of service by a staff member, who has held a position of academic rank during each of the preceding four years, his immediate supervisor shall prepare a recommendation as to whether or not the staff member should be given a continuing appointment. This recommendation, together with appropriate background data, shall be forwarded to a Committee designated by the President for that purpose. The Committee shall make its recommendation and forward it to the Dean of Faculty, together with the recommendation of the immediate supervisor, prior to December 1. The Dean of Faculty shall forward all of the material, together with his own

recommendation, to the President, who shall make a recommendation to the Board of Trustees for action at its January meeting. The staff member shall be informed of the action prior to February 1. All recommendations and materials prepared for this action shall be placed in a separate file in the Office of the President. There shall be no appeal of the decision by the Board of Trustees.

2. Between September 1 and November 1 of the fifth full year of a continuing appointment, the same procedure as outlined in paragraph 1 shall be followed for each staff member holding such an appointment.

3. In the case of a staff member who has been denied a continuing appointment, he shall be given an opportunity to accept a one year term appointment for the following academic year, after which time his appointment shall not be renewed.

II. Career Appointment

A. Definition

A career appointment shall be a five year term appointment to a full-time position of technical specialist, technical assistant, college nurse, educational opportunity coordinator, counsellor, assistant to the registrar, director of financial aids, director of student activities, assistant librarian, assistant director of continuing education or educational communications specialist, which shall not be affected by the concurrent designation by some other title. It shall be terminated in accordance with the provisions of this Policy.

B. Eligibility

All full-time members of the professional staff who hold one of the positions listed in the definition.

C. Procedures

1. Between September 1 and November 1 of the fifth full year of service by a staff member, who has held one of the positions listed in the definition during each of the preceding four years, his immediate supervisor shall prepare a recommendation as to whether or not the staff member should be given a career appointment. This recommendation, together with appropriate background data, shall be forwarded to a Committee designated by the President for that purpose. The Committee shall make its recommendation and forward it to the Dean responsible for that position, together with the recommendation of the immediate supervisor, prior to December 1. In case the Dean and immediate supervisor are the same person, the Dean may wish to add additional comments after receiving the recommendation of the Committee. The Dean shall forward all of the material, together with his own recommendation, to the President, who shall make a recommendation to the Board of Trustees for action at its January meeting. The staff member shall be informed of the action prior to February 1. All recommendations and materials prepared for this action shall be placed in a separate file in the Office of the President. There shall be no appeal of the decision by the Board of Trustees.

2. Between September 1 and November 1 of the fifth full year of a career appointment, the same procedure as outlined in paragraph 1 shall be followed for each staff member holding such an appointment.

3. In the case of a staff member who has been denied a career appointment, he shall be given an opportunity to accept a one year term appointment for the following academic year, after which time his appointment shall not be renewed.

III. Limitations

1. Notwithstanding any of the provisions of Section I or II of this Policy, the total number of continuing and career appointments held by staff members in a given year shall not exceed sixty percent of the total number of positions, vacant or otherwise, as listed in IA or IIA and provided for in the budget of that year. Furthermore, the total number of continuing and career appointments held by staff members who all report to a given immediate supervisor shall not exceed seventy percent of the total number of positions as described above.

2. The Board of Trustees reserves the right to waive any of the limitations in this Section, if it deems it to be in the best interests of the College to do so.

IV. Terminations

A. Termination for Physical or Mental Incapacity

The services of staff members may be terminated at any time by the Board of Trustees, after receipt of the recommendation of the President and upon medical advice, for mental or physical incapacity which prevents such persons from adequately performing their duties.

B. Termination for Cause

The services of staff members may be terminated for cause at any time before the completion of a five year term appointment, which shall consist of inadequate performance of duties, misconduct or

violation of Policies of the Board of Trustees, after due notice and an opportunity to be heard has been provided, upon action by the Board of Trustees. A staff member may appeal the action of the Board of Trustees by following the procedure of Step 3 of the contract Grievance Procedure.

C. Termination for Retrenchment

The services of any staff member may be terminated in the event of financial or program retrenchment. The President shall give due consideration to the question of seniority in making his recommendations to the Board of Trustees for their action. There shall be no right of appeal from such action by the Board of Trustees.

UNIVERSITY OF CALIF.
LOS ANGELES

AUG 6 1976

CLEARINGHOUSE FOR
JUNIOR COLLEGES